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DD/S-38-2480

AGENDA
FOR THE
ADMINISTRATION CAREER BOARD

Thirty-fifth Meeting, Monday, 30 June 1958, at 1000 Hours
Personnel Conference Room, Curie Hall
Second Floor, Wing G

Special Meeting to Discuss the Paper entitled "Support Service Career Development." (This paper was attached to the Agenda for the Thirty-fourth Meeting of the Board.)

The Deputy Director (Support) has requested the comments and recommendations of the Board members concerning the ideas presented in the paper prior to his discussing the paper with the Heads of the various Support Offices.

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Following is a revision of a paper, same subject, which was considered by the Administration Career Board on 30 June 1958. This subject is scheduled for the Agenda of the DD/S weekly Staff Meeting on 9 July 1958.

8 July 1958

Support Services Career Development

1. It is believed that the Administration Career Service and other Career Services among the Support components have reached the stage in individual Career Service identification, training, experience, and evaluation, where it is desirable and practicable to proceed in a more formal manner to:

a. Identify and assign to senior Support positions abroad the best qualified Support personnel, in consideration of the requirements of specific positions, regardless of Career Service designations.

b. Afford maximum utilization of personnel through assignments, to one of the Support components, of generalists who cannot profitably be assigned at a given time within the general administrative field, or who have demonstrated greater suitability for a specialty.

c. Develop junior grade generalists through planned assignments in appropriate Support components or by progression into the senior general administrative positions.

2. As a means of accomplishing the above, the following action is suggested:

a. Consider all general support or administrative positions, GS-13 and above, at headquarters and in the field, as rotational positions which may be filled by members of any of the Support Career Services, and identify those members of such services who are considered qualified, or potential candidates, for general support duties (or a combination of specialties such as the Certifying/Administrative Officer in some stations).

b. In all cases of completion of a tour of duty in rotational positions, as referred to in Paragraph 2.a. above, the proposed new assignment will be referred to the Administration Career Board for its recommendation to the Deputy Director (Support). These cases will include persons belonging to the SA Service plus those persons

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drawn from the other Support Services. Normally such cases will result in the assignment of SA personnel to general administrative duties at Headquarters or overseas and the return to parent service of all others. However, all cases will be carefully reviewed in order to ensure full consideration of the special needs of each component or Career Service and to ensure profitable and expeditious assignment in cases where the parent component or Career Service cannot provide timely assignment. In the latter instance, except where there is intent to change the employee's long-term career direction, he will retain his appropriate Career Service designation regardless of the component or Career Service to which he is assigned for a definite or indefinite tour. ✓

c. Reincorporate in the Administration Career Service those qualified generalists now designated as "DA" in grades GS-11 and below. Considering the imbalance of field and headquarters positions in this category, it will be necessary, on occasions, to assign employees from these positions into regular positions of the specialist services. ✓

3. Discussion of this subject in the Administration Career Board meeting held on 30 June 1958 resulted in dropping, for the time being, a suggestion that all support positions (including the specialist positions) GS-13 and above, outside the organizational chain of command of the specialist service concerned, be considered as rotational positions and be filled by action of, or coordination with, the Administration Career Service mechanism. This discussion also developed alternate proposals for the procedures to be followed in the identification and assignment of members of specialist services into the general support positions, and the reassignment of all employees from rotational positions. They are:

a. Identification and assignment of members of specialist services into the general support positions.

(1) One method of such identification and assignment would be by action of the Administration Career Service mechanism which could include, but which would not be limited to, nominations by the specialist services. ✓

(2) Another method would be the announcement of a requirement to fill a specific position and consideration of nominations, if any, from the specialist services along with candidates from within the Administration Career Service.

b. Reassignment of all employees from rotational positions. ?

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(1) One method of accomplishing the reassignment of all employees from rotational positions would be by action of the Administration Career Service mechanism in directing assignments either to another general support position, or to one of the specialist career services for appropriate assignment by that service.

(2) Another method would be the announcement of individuals available for assignment outside the general Support field and determination by the specialist services of their needs for such an individual and their capability of offering a suitable assignment.

4. It is anticipated that the number of "specialists" going into general support positions and the number of "generalists" going into the specialist services will be small. However, a more formal method of selection than now exists is considered essential to the continued improvement of all of the Support Services. ✓

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